



# Illinois Department of Transportation

## Memorandum

---

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS  
From: Dianna L. Taylor  
Bureau Chief of Personnel Management  
Subject: Technical Vacancy  
Date: October 7, 2015

---

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement October 8, 2015 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Thursday, October 22, 2015**. Applicants will not be accepted after that time and date.

**NOTE: Applications will be accepted from qualified permanent DOT employees only. A copy of each applicant's ACTIVE Illinois Professional Engineer License MUST accompany application for this position.**

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Halie Zulauf or Denise Hamilton at 217/782-5594.

CE VI (3 pos)      Area Construction Supervisor  
Region 1/District 1/Construction  
Highways  
Schaumburg

Attachments  
40559

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by **Thursday, October 22, 2015, 4:30 p.m.** Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews. **NOTE: Applications will be accepted from qualified permanent DOT employees only. A copy of each applicant's ACTIVE Illinois Professional Engineer License MUST accompany application for this position.**



**Illinois Department  
of Transportation**

An Equal Opportunity Employer

## Position Summary Sheet

**Classification:** Civil Engineer VI (3 positions)

**Salary Range:** \$6,945 - \$11,020

**Position Title:** Area Construction Supervisor

**Union Position:** ☒ Yes ☐ No

**Position Number:** PW116-23-51-201-00-01

**IPR#:** 40559

---

### Office/Central Bureau/District/Work Address:

Highways/District One/Bureau of Construction/201 W Center Court, Schaumburg, IL

---

### Description Of Duties:

This position is accountable for directing and coordinating the construction of local urban highway improvement projects, federal-aid secondary projects, districtwide construction contracts, bridge painting projects, Illinois Toll Highway projects, and all major utility relocations to ensure completion in accordance with appropriate plans, specifications guidelines, permit provisions and applicable engineering guidelines.

---

### Special Qualifications:

#### *The following criteria is required:*

- A current Illinois Professional Engineer license
- Valid driver's license
- Districtwide travel
- Documentation of Contract Quantities Certification

#### *The following criteria is desired:*

- Ten years of experience in the practice of civil engineering of which at least six years should be in the specific area of highway engineering, four years of which should include the planning and supervision of significant engineering work
- Extensive knowledge of highway construction specifications, plans, policies, and procedures
- Strong administrative and managerial skills and extensive experience in a responsible position involving organizational skills
- Strong oral and written communication skills

---

### Shift/Remarks:

8:00 am – 4:15 pm / Monday - Friday (45 minute lunch)

**\*This position is covered under the Revolving Door Prohibition (RDP) Policy.**

**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

<b>DATE:</b>	August 27, 2015	<b>POSITION:</b>	Area Construction Supervisor
<b>APPROVED BY:</b>	Ann E. Berube	<b>OFFICE/DIVISION:</b>	Highways/District One/Schaumburg/Bureau of Construction
<b>CODE:</b>	PW116-23-51-201-00-01	<b>REPORTS TO:</b>	Bureau Chief of Construction

**Position Purpose**

This position is accountable for directing and coordinating highway construction on assigned urban, suburban and rural highway improvement projects so that they are completed in accordance with plans, specification guidelines and appropriate engineering practices in a timely manner to minimize safety hazards and inconvenience to the motoring public.

**Dimensions**

Personnel Supervised:	12-25 Direct, 30-80 Indirect, 20-40 temporary & consultant personnel
Annual Contract Values:	\$75 0 \$500 MM
Number of Projects:	30-120

**Nature and Scope**

This position reports to the District Construction Engineer as do four (4) Area Construction Supervisors, one (1) Expressway Construction Supervisor, one (1) FAUS Construction Supervisor, an Administrative Control Manager, and a Secretary. Reporting to this position are twelve (12) to fifteen (15) Resident Engineers and required staff of Engineers and Technicians.

This position functions in an intensely developed urban and suburban area characterized by high traffic volumes, rapidly changing land use, a large number of abutting independent local governmental units, the existence of a large, complex and interconnected system of utility facilities and local highways and streets and the declining availability of right-of-way, all of which enormously complicate the task of constructing efficient and economical highway improvements, which at the same time meet the demands for the safety, mobility and the convenience of the public during construction. Also, the possibilities of traffic disruption present problems causing considerable public irritation, which in crowded areas are particularly politically sensitive.

Typical problems confronting this position include: providing appropriate evaluation of the scope of work and the design of proposed projects to insure that such projects are feasible from the standpoint of construction supervision; providing for the proper use of construction personnel, interpreting the scope of consultant responsibility, establishing the reasonableness of consultant charges, providing the effective supervision of consultant work, and insuring the technical competency of assigned consultants; establishing and implementing a system of project scheduling and manpower assignment to insure proper staging, and completion of assigned projects which include such type of work as interchange improvements, drainage reconstruction, and structure and bridge rehabilitation; making timely decisions such as recommending change order approvals so that construction will not be unduly delayed; devising methods to insure that law enforcement groups, local governments and other transportation agencies are kept abreast of work progress so that adjustments can be made to changes in traffic flow; resolving more complex engineering problems such as utility adjustments and the retention and modification of existing drainage systems which are particularly acute in relation in urban and suburban areas and where little or no right-of-way is available; insuring that traffic control procedures in the construction area are balanced with the demands of highway safety and mobility; and developing the most effective means of coordinating contractor personnel with State personnel, railroads, other public agencies and utility contractors working on joint ventures.

The greatest challenge of this position is the coordination of a wide variety of construction projects for timely completion, while at the same time providing for continued traffic safety and mobility.

The incumbent is personally responsible for: participating in the design and preparation stages of construction projects to insure construction feasibility of all proposals particularly those relating to construction staging, detouring and temporary traffic controls; continuously following construction overall progress and taking action to overcome delays such as reassignment of personnel and recommending deviations from specifications; presiding at preconstruction meetings; participating in meetings with governmental and private groups, interested public and the news media to explain construction staging, traffic control and detour procedures; and participating with Local Agency, Federal and State personnel in interim and final inspections; initiating drafting, and replying to correspondence with legislators, contractors, consultants, public and other agencies, evaluating subordinate performance, recommending promotions and salary adjustments, and providing for the work safety of employees by enforcing Departmental safety rules, providing necessary training and seeing that employee safety hazards are investigated and eliminated.

This position accomplishes accountabilities through the following staff:

12-25 Resident Engineers - who are accountable for the layout, inspection and documentation of assigned highway contracts.

30-40 Civil Engineers and/or Technicians - who assist the Resident Engineer to accomplish the aforementioned duties.

50-70 temporary and consultant personnel.

The incumbent's actions are governed by Departmental policy, plans, specifications, and special provisions. However, it is expected that considerable independent judgment will be exercised in the solution of engineering problems encountered, recommending change orders and coordinating State projects with abutting and parallel local agency projects.

The position maintains frequent contacts with the Bureau of Design, Materials, Traffic and Maintenance, coordinating the construction operations with the requirements of those Bureaus. Outside contacts are maintained with the Central Office, the Federal Highway Administration, counties, cities, villages and utilities concerning our construction operations, which involve these agencies. These outside contacts involve joint participation provisions, construction conflicts, citizen complaints, and final inspection of completed work. Districtwide travel is required to perform the duties of this position.

The evaluation of this position is measured by the quality of the completed construction project, the time required to complete the projects, the engineering costs required to complete the work and the effectiveness of the personnel assigned to the project.

### ***Principal Accountabilities***

1. Ensures that construction projects are completed in accordance with governing specifications, plans and special provisions and at acceptable engineering costs.
2. Ensures that construction proceeds in a manner that balances the demands for high safety, mobility and convenience to the public.
3. Ensures that construction projects are completed in accordance with established schedules.
4. Provides solutions to technical and engineering problems encountered during construction.
5. Provides for the general coordination of State projects with Local Agency projects.
6. Provides for the personal and professional development of subordinate staff.
7. Ensures that subordinate staff performs duties in accordance with Departmental Safety Code.
8. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
9. Performs other duties as assigned.